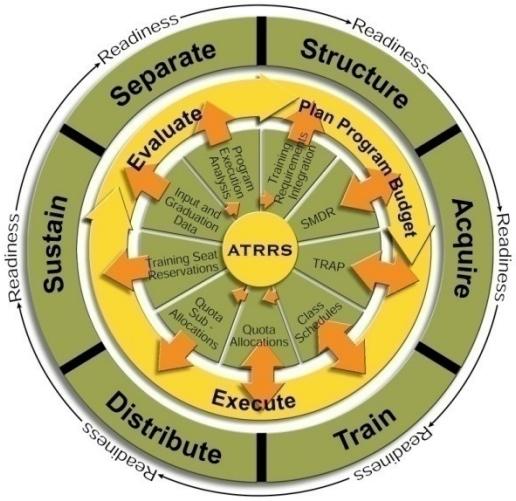


Civilian Human Resources Training Application System

Release IV Overview
Training History

30 September 2008

Objectives

- Enable the Army Civilian community to have visibility of DCPDS training history in CHRTAS
- Enable the Army Civilian community to update DCPDS training history with pertinent Army and non-Army funded training
- Include foundation for capturing and communicating training cost data with DCPDS

Directives

- Maximize data quality for DCPDS
- Fully support DCPDS mass update data interface requirements
- Establish HQ ACPERS interface for DCPDS training history
- Support OPM EHRI reporting requirements

Overview

- CHRTAS Release IV (Training History) Features: (Feb 08)
  - Training History submission
    - Pre-Approved courses
    - Other courses
  - Approval Authority workflow
    - Primary role is in managing acceptable course entries
  - Supervisor approval workflow
  - DCPDS Update
  - ATRRS and DCPDS training history view

Overview

- New features for 30 Sep 08 IOC:
  - Approval Authority has been removed
  - Dynamic search added to course selection fields
  - CES legacy courses were added to course list
  - CES legacy course self-declaration tabs relocated from profile
  - Training history view updated to support IDP integration
  - Requested text and title changes

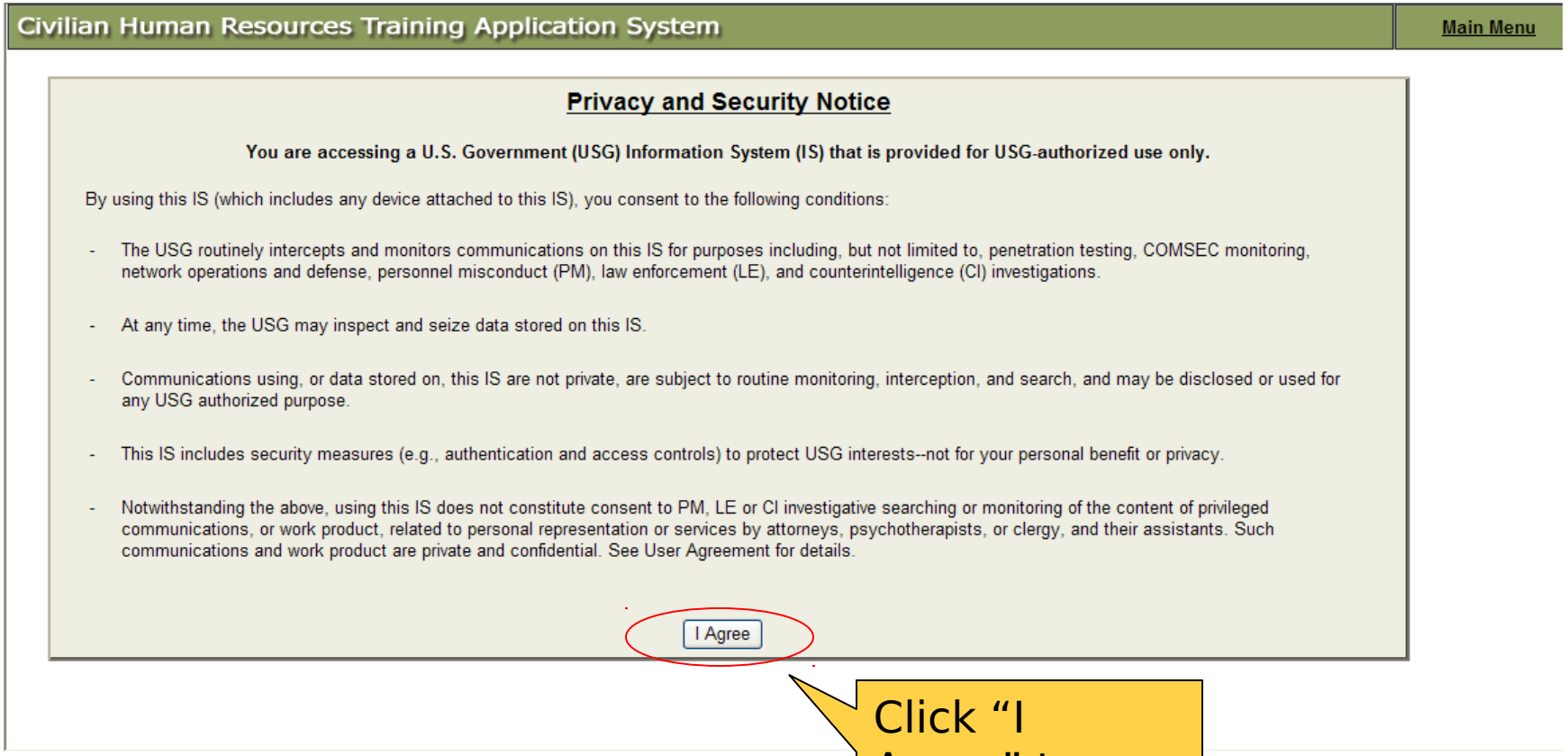
Logon

CHRTAS

Entry Page

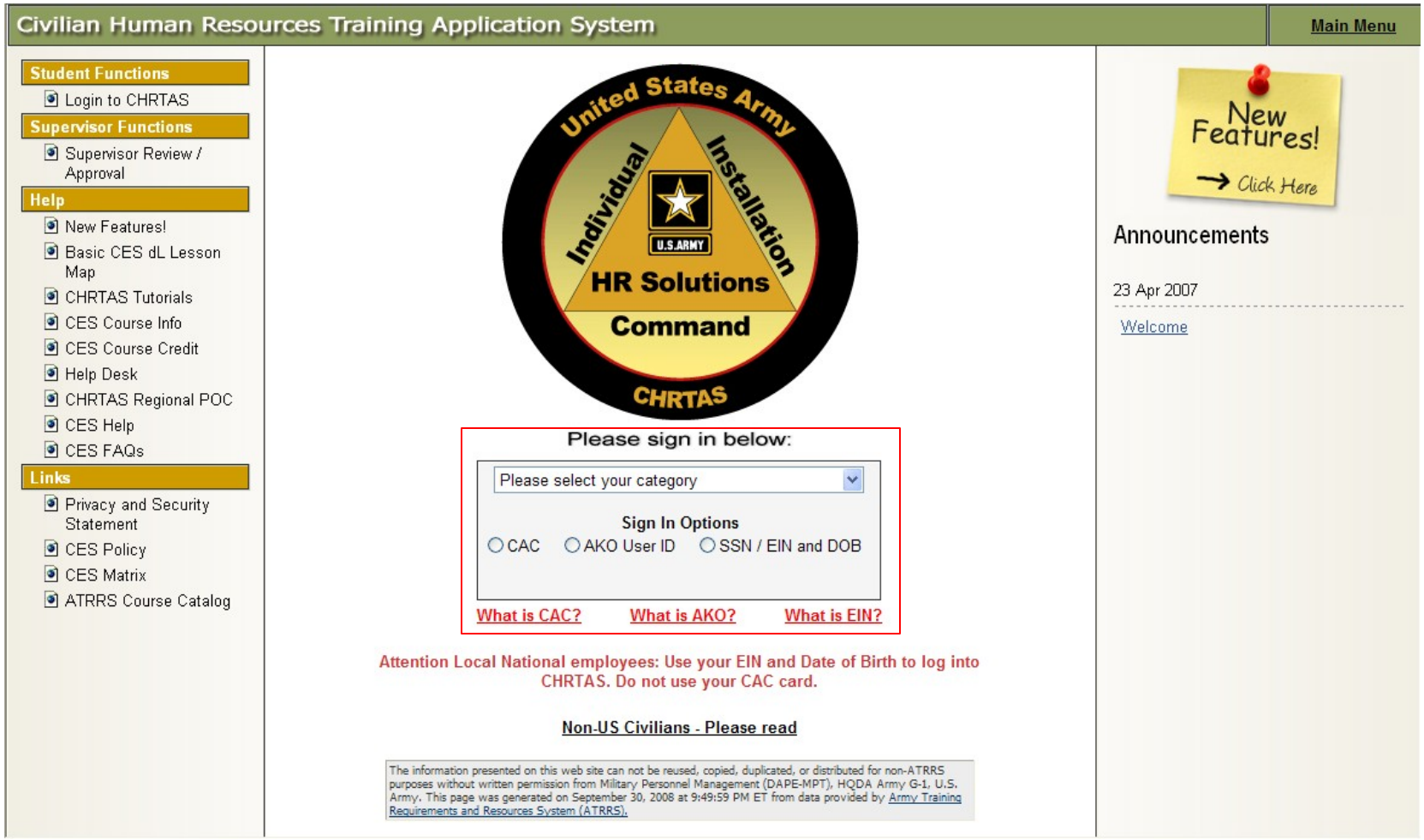
Click to Logon
Civilian Human Resourc lication System
Main Menu
Student Functions
Login to CHRTAS
Supervisor Functions
Supervisor Review / Approval
Help
New Features!
Basic CES dL Lesson Map
CHRTAS Tutorials
CES Course Info
CES Course Credit
Help Desk
CHRTAS Regional POC
CES Help
CES FAQs
Links
Privacy and Security Statement
CES Policy
CES Matrix
ATRRS Course Catalog
United States Army
Individual
Installation
U.S.ARMY
HR Solutions
Command
CHRTAS
YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.
Warning & Usage Statement
This is a Department of Defense Computer System. This computer system, including all related equipment, networks, and network devices (specifically including Internet access) are provided only for authorized U.S. Government use. DoD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability, and operational security. Monitoring includes active attacks by authorized DoD entities to test or verify the security of this system. During monitoring, information may
New Features!
Click Here
Announcements
23 Apr 2007
Welcome

DoD Privacy and Security Notice



Click “I Agree” to continue to Logon

Logon


Civilian Human Resources Training Application System
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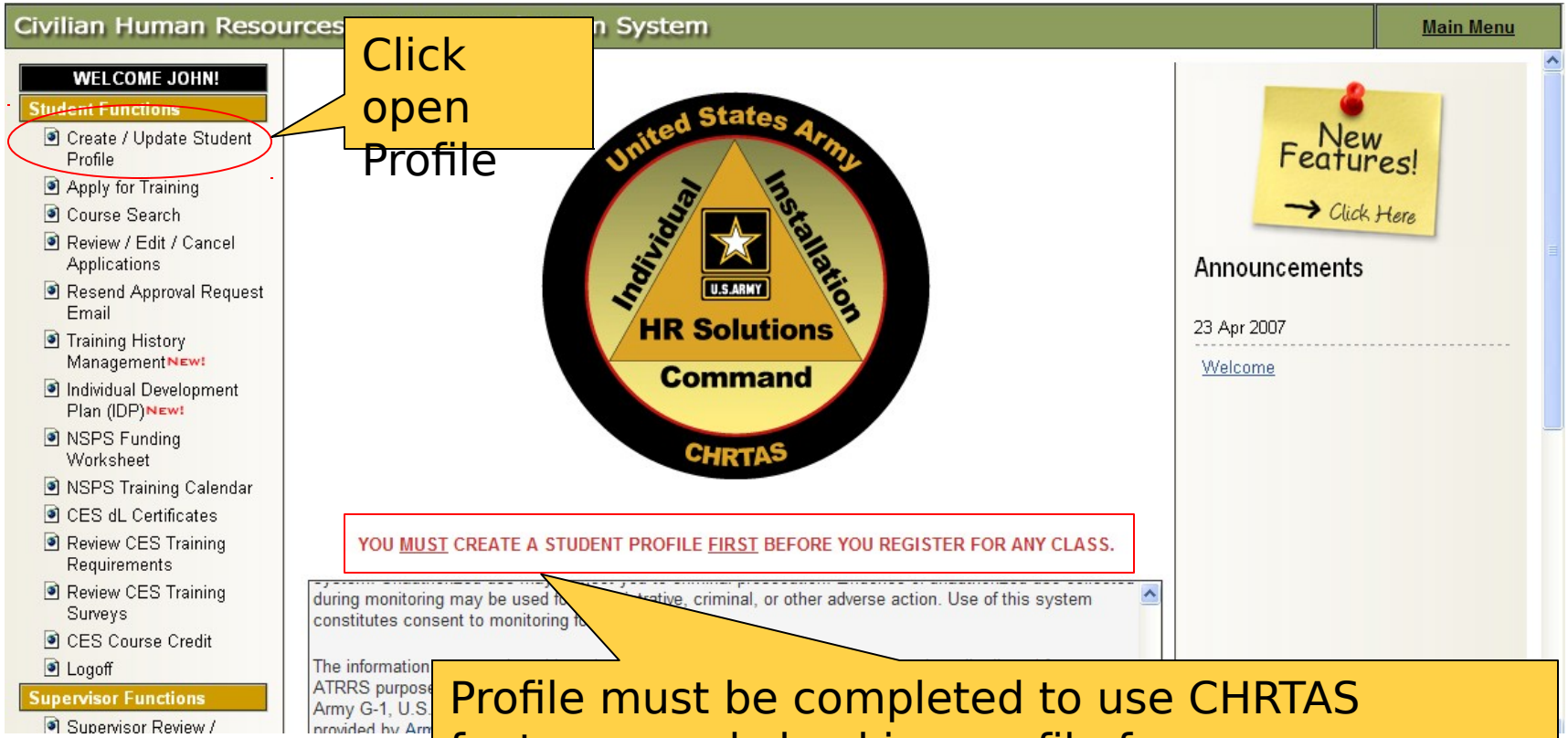
United States Army
Individual
Installation
U.S.ARMY
HR Solutions
Command
CHRTAS
Please sign in below:
Please select your category
Sign In Options
CAC
AKO User ID
SSN / EIN and DOB
What is CAC?
What is AKO?
What is EIN?
Attention Local National employees: Use your EIN and Date of Birth to log into CHRTAS. Do not use your CAC card.
Non-US Civilians - Please read
The information presented on this web site can not be reused, copied, duplicated, or distributed for non-ATRRS purposes without written permission from Military Personnel Management (DAPE-MPT), HQDA Army G-1, U.S. Army. This page was generated on September 30, 2008 at 9:49:59 PM ET from data provided by Army Training Requirements and Resources System (ATRRS).
New Features!
Click Here
Announcements
23 Apr 2007
Welcome

Verify Selected Organization

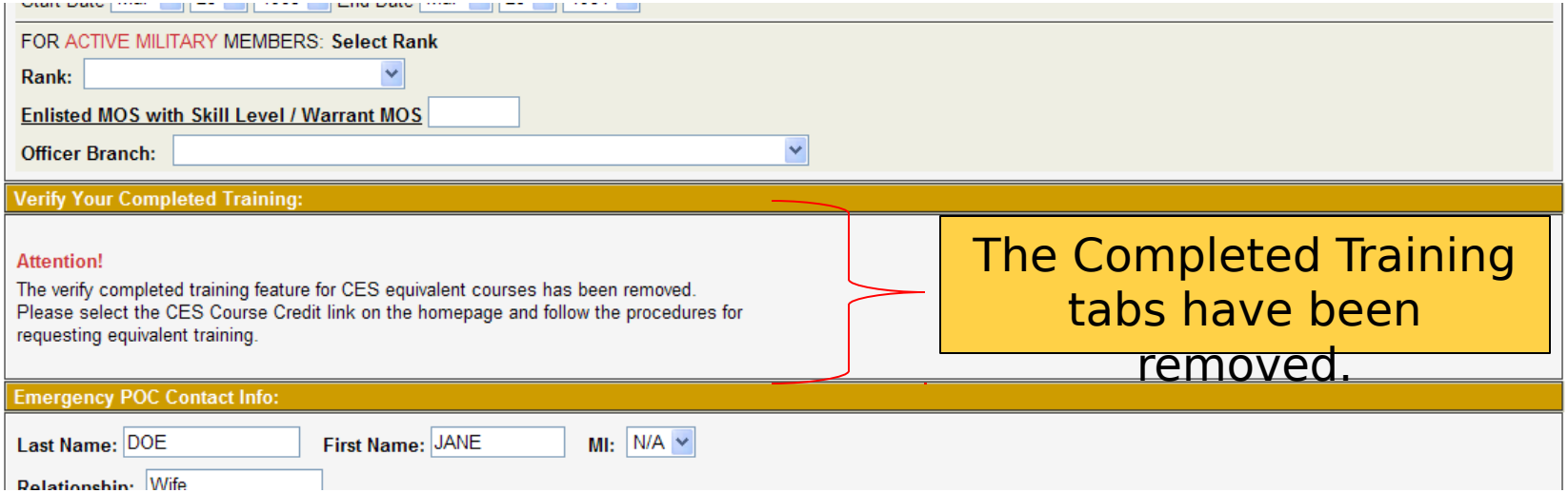
Profile Change

EMPLOYEE

Welcome


Civilian Human Resources
System
Main Menu
WELCOME JOHN!
Student Functions
Create / Update Student Profile
Apply for Training
Course Search
Review / Edit / Cancel Applications
Resend Approval Request Email
Training History Management NEW!
Individual Development Plan (IDP) NEW!
NSPS Funding Worksheet
NSPS Training Calendar
CES dL Certificates
Review CES Training Requirements
Review CES Training Surveys
CES Course Credit
Logoff
Supervisor Functions
Supervisor Review /
Click open Profile
United States Army
Individual
Installation
U.S.ARMY
HR Solutions
Command
CHRTAS
New Features!
Click Here
Announcements
23 Apr 2007
Welcome
YOU MUST CREATE A STUDENT PROFILE FIRST BEFORE YOU REGISTER FOR ANY CLASS.
during monitoring may be used
constitutes consent to monitoring
Profile must be completed to use CHRTAS features, and checking profile for accuracy before using CHRTAS features will greatly improve overall experience.

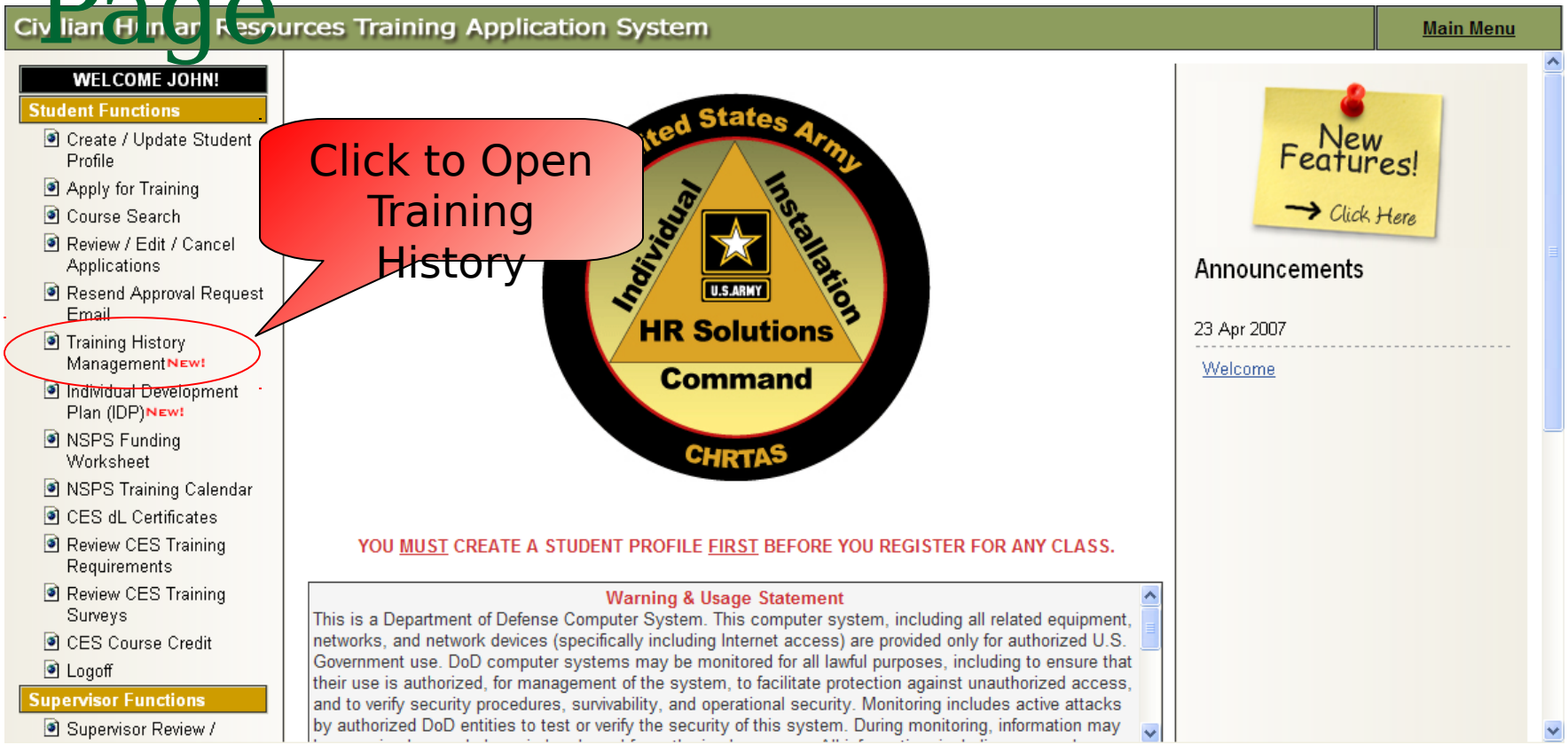
Profile – Completed Training



Training History Features

EMPLOYEE

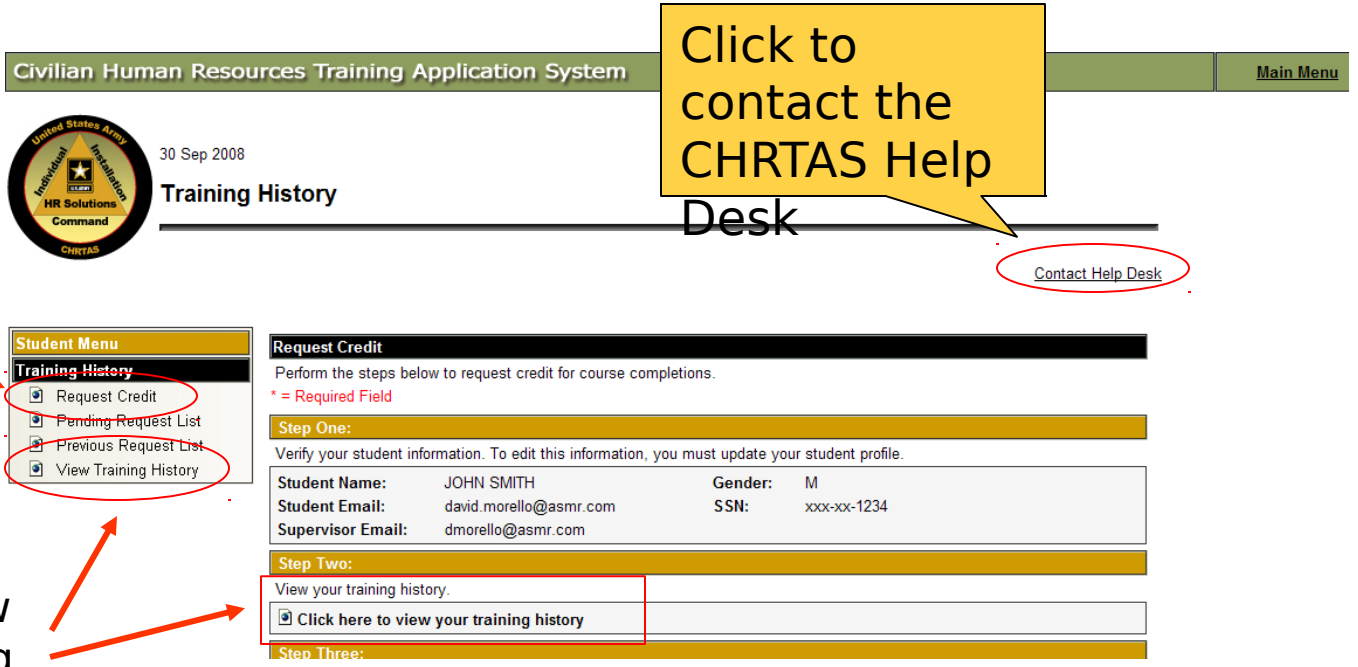
CHRTAS – Employee Entry Page



Request Credit (Top)

Default page, but can also be accessed from the Student Menu

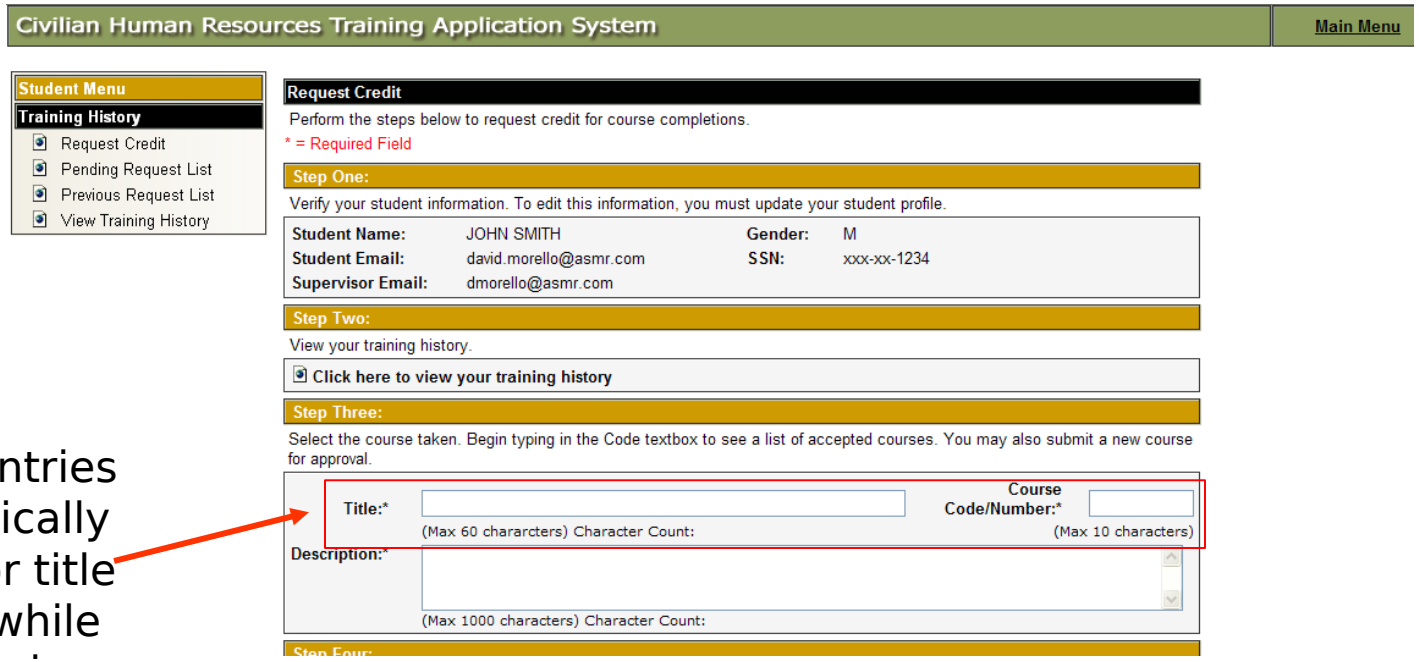
Click to contact the CHRTAS Help Desk



Click to view your training history

Note: Use the Training History module to submit course completions to be added to your DCPDS Training History record.

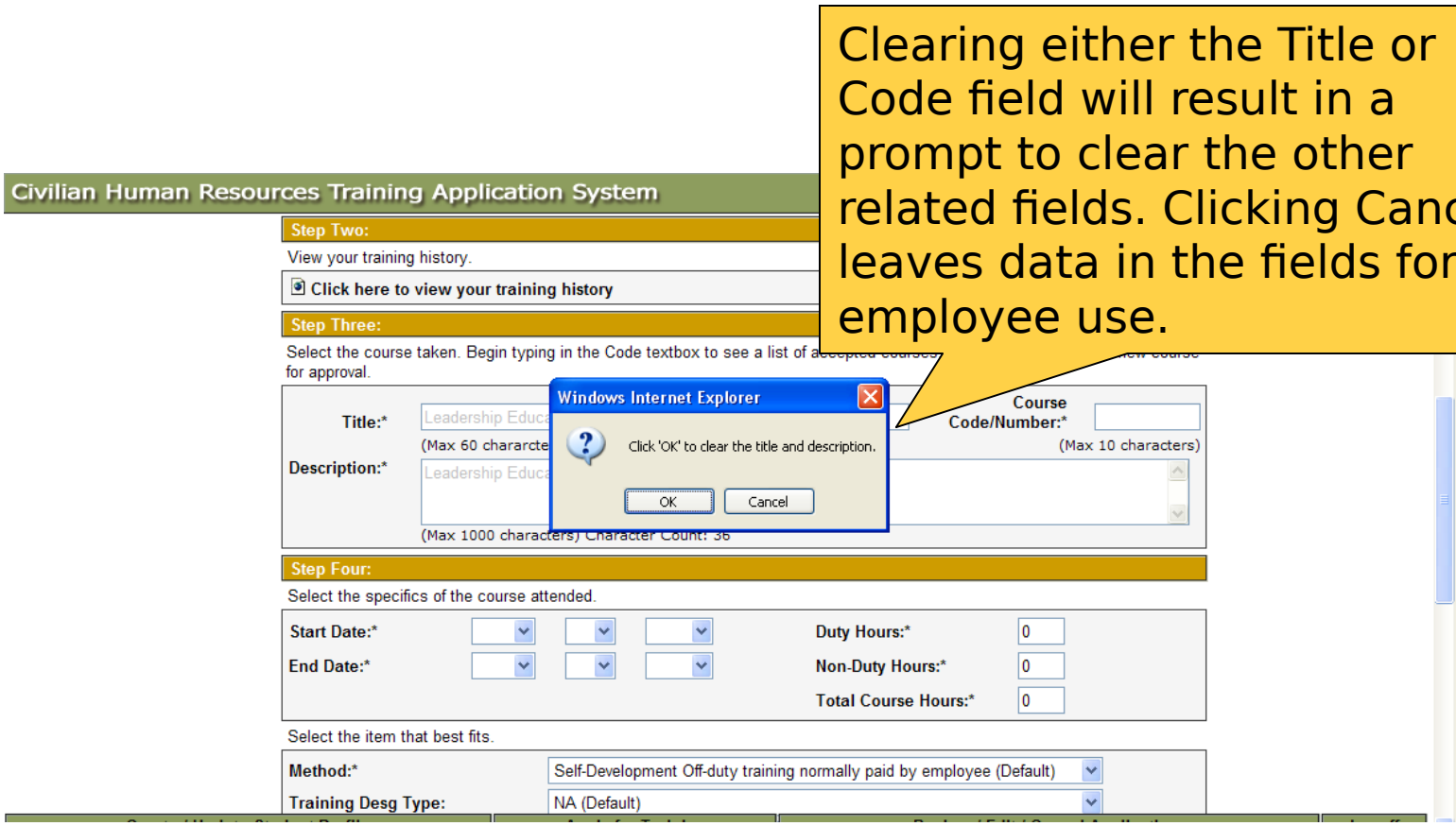
Request Credit (Top)



Available entries are dynamically returned for title and code while you are typing

Note: If there is no match to the course the employee is submitting, the employee can simply continue entering the relevant information as needed. The new course entry will become available to the rest of the CHRTAS community.

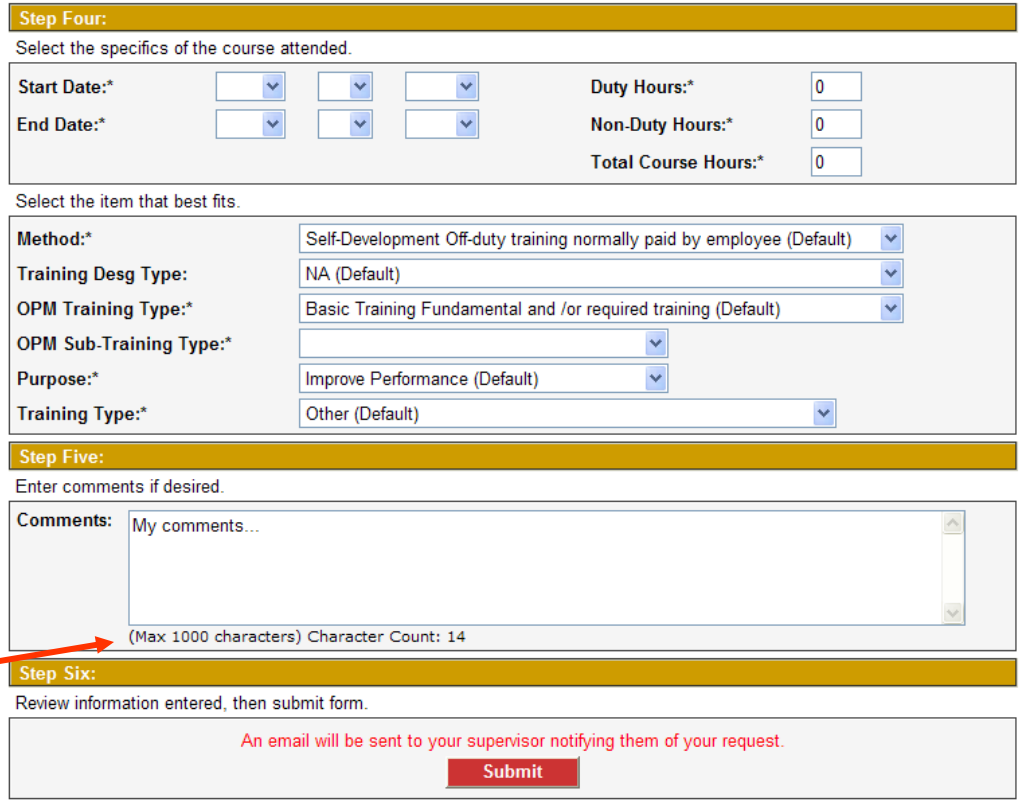
Request Credit (Top)



Request Credit (Bottom)

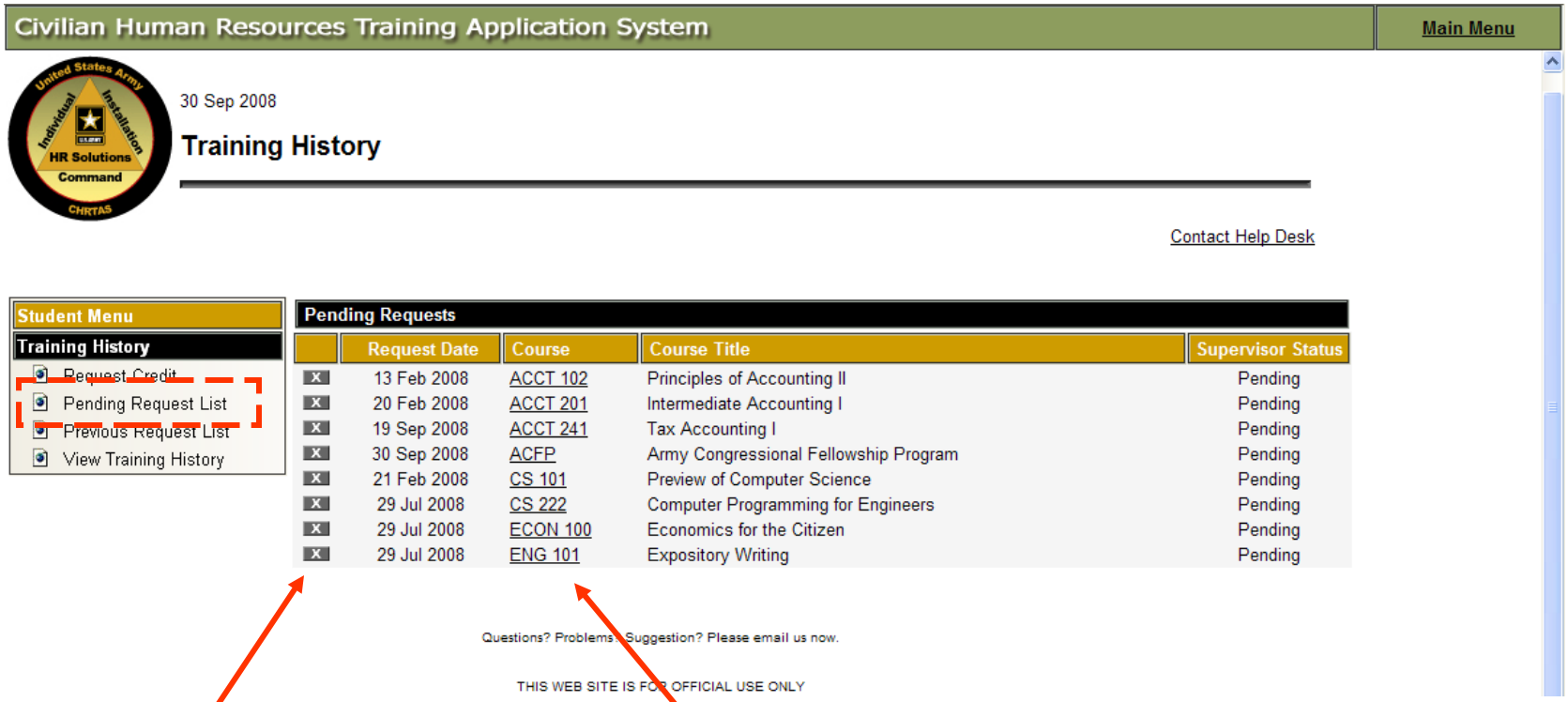
Training information details

Displays character count while typing



Note: Training information details section complies with DCPDS and OPM reporting requirements.

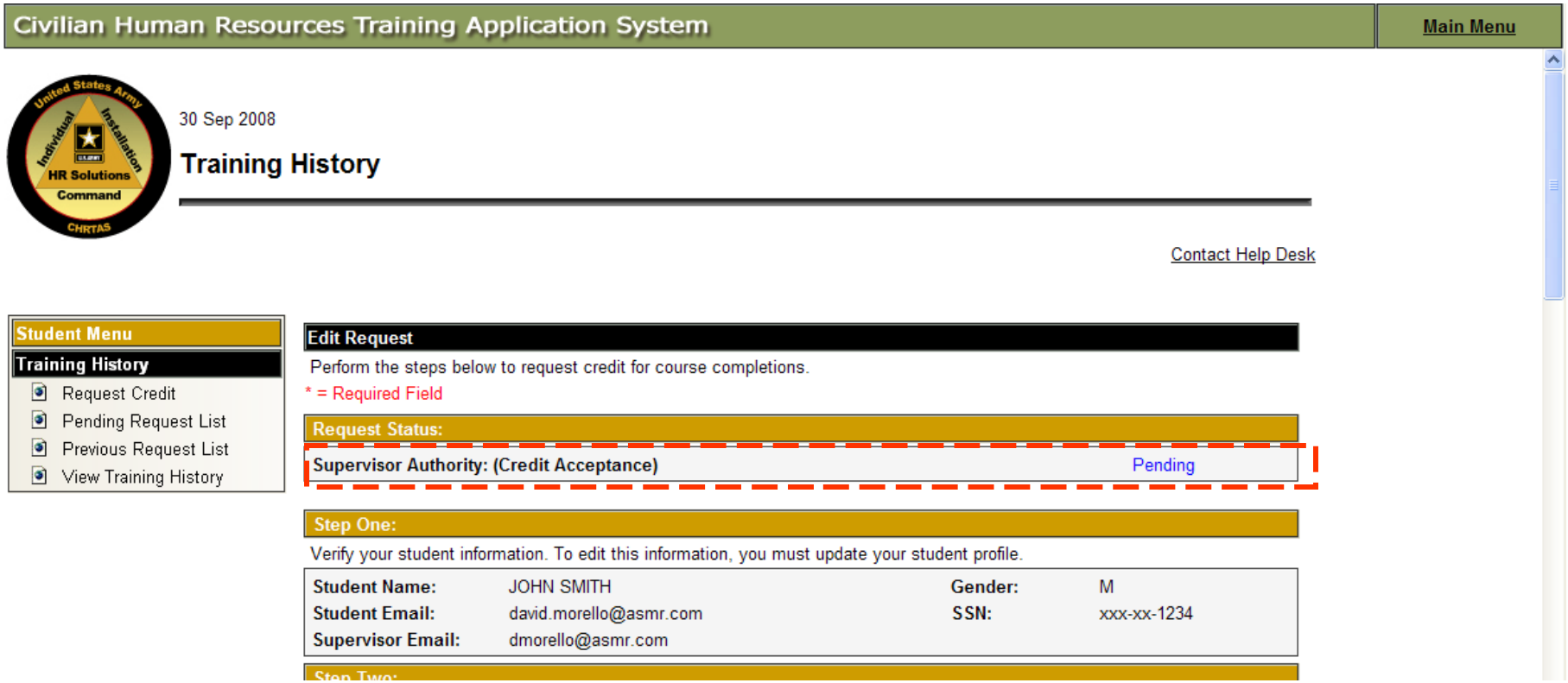
Pending Request List



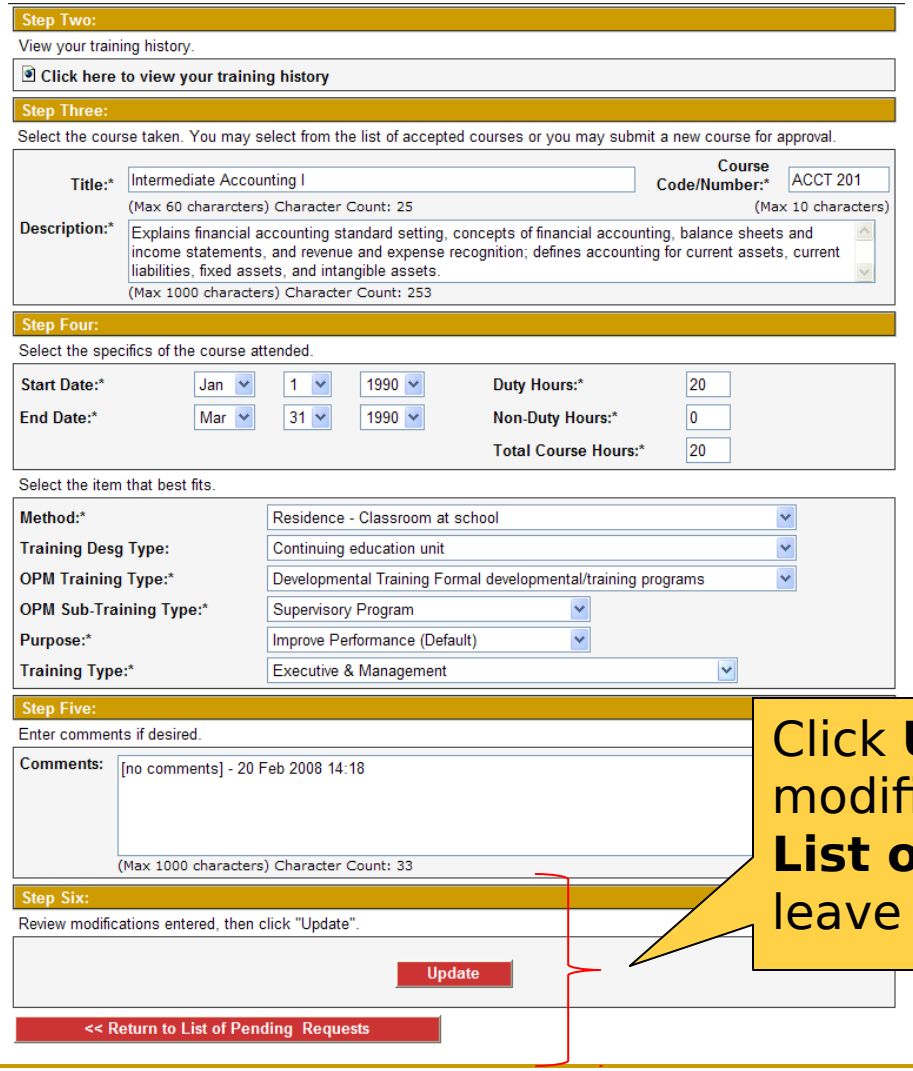
Click to delete

Click Course code to open

Edit Pending (Top)

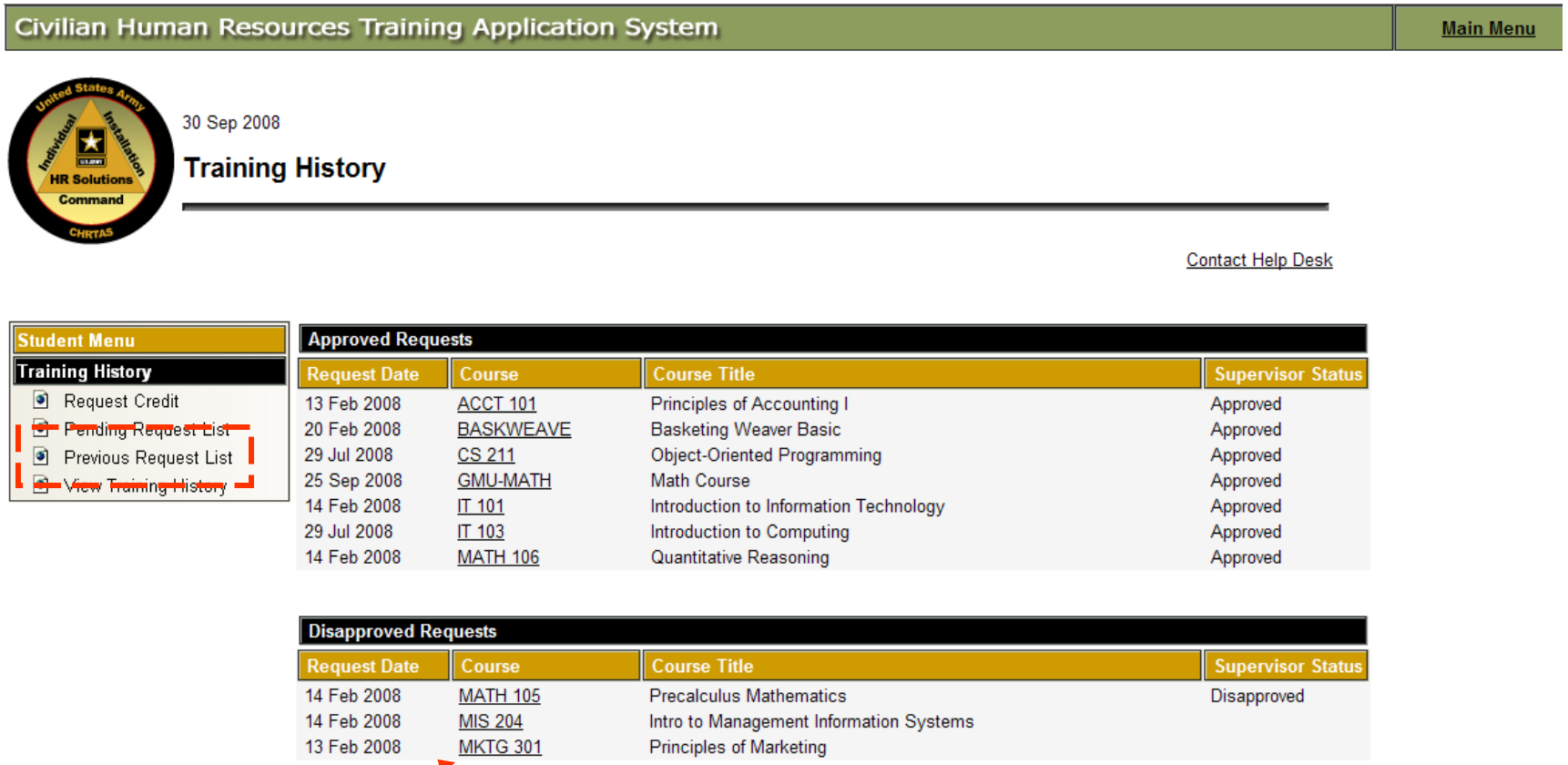


Edit Pending (Bottom)



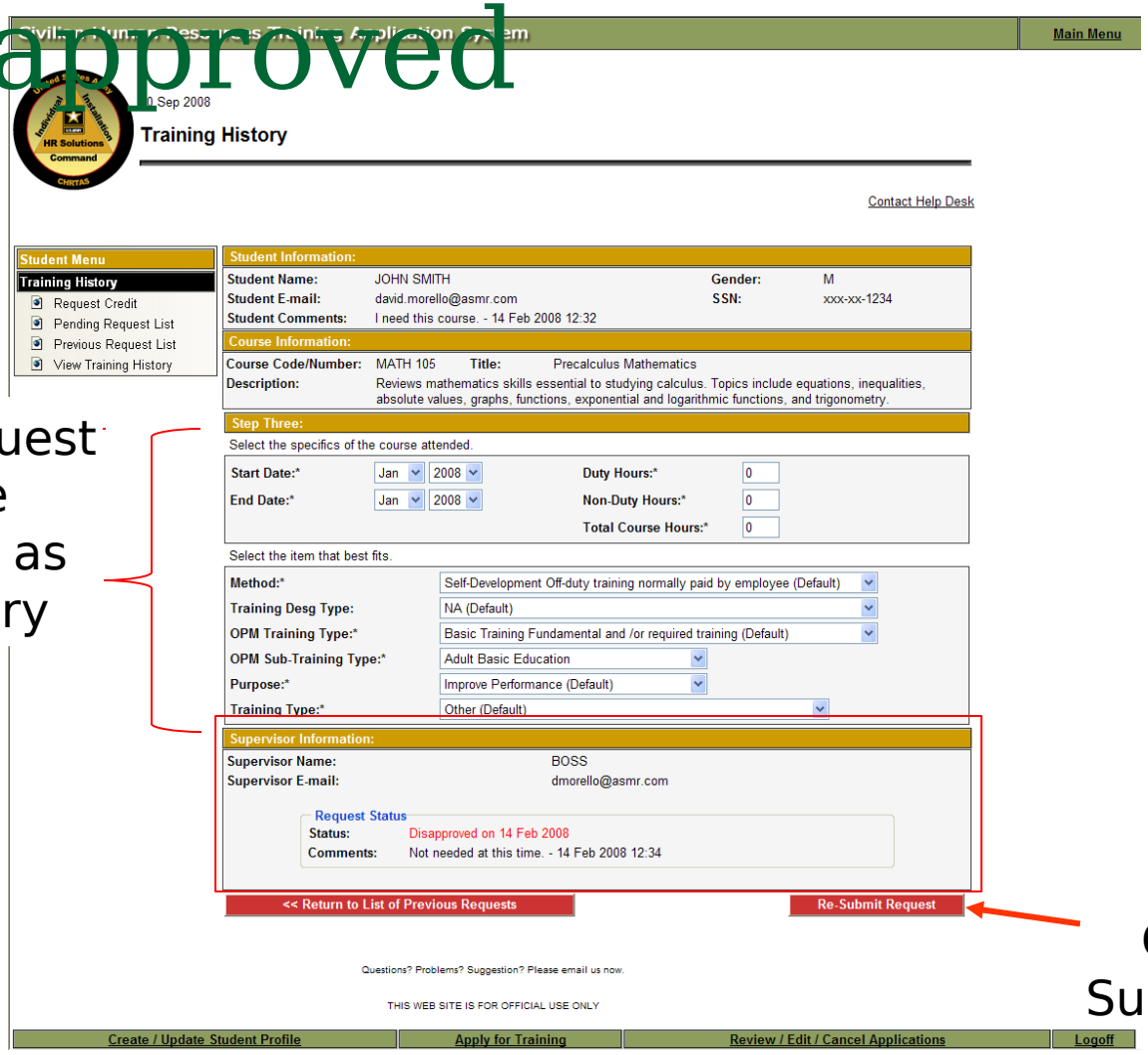
Click **Update** to save modifications, or **Return to List of Pending Requests** to leave without saving changes.

Previous Request List



Click Course code to open

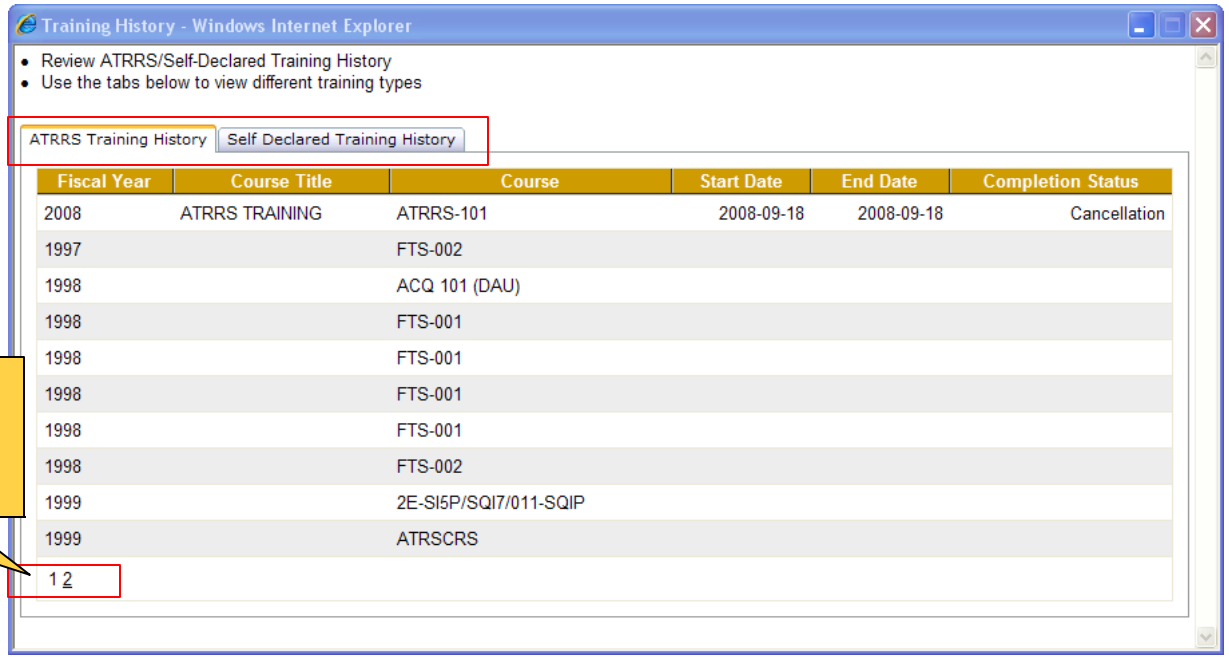
Re-Submit – Supervisor Disapproved



Entire request can be modified as necessary

Click to Re-Submit request.

View Training History



Paging is available if more than 10 records are returned.

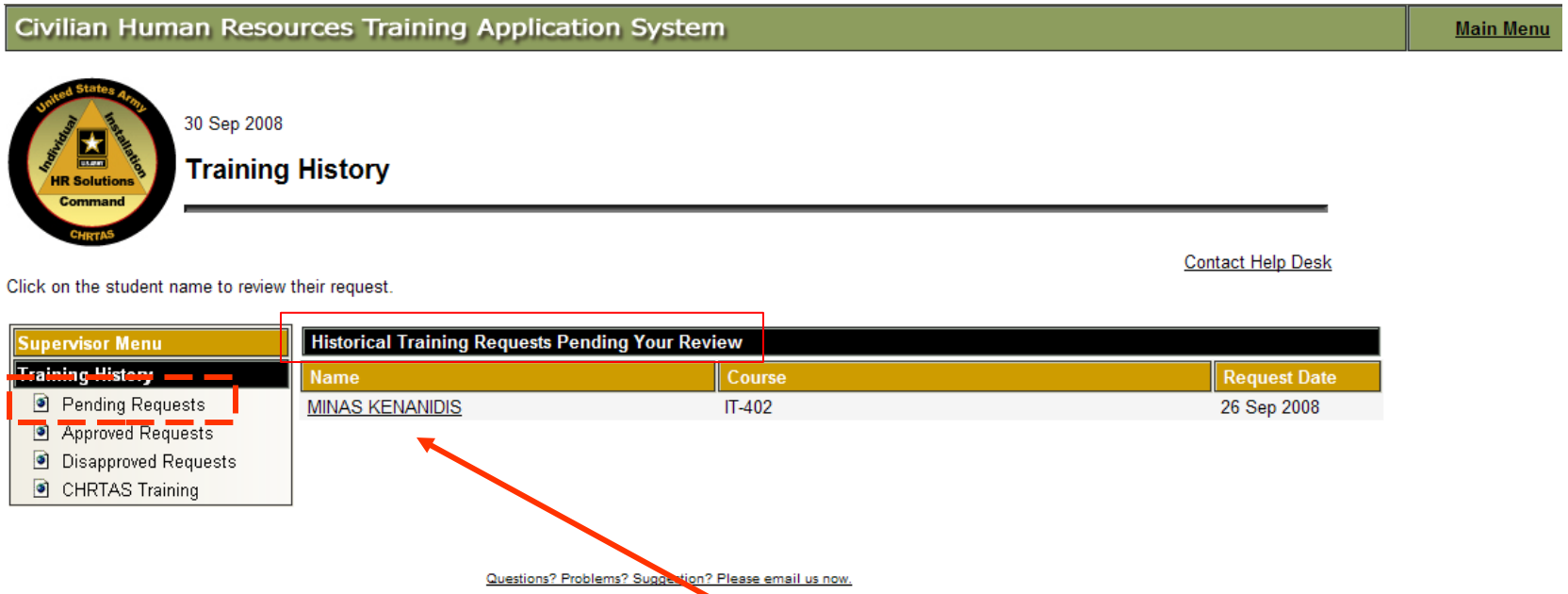
Note: ATRRS Training History tab displays training history including CHRTAS training. The Self Declared Training History tab displays supervisor approved training submitted through CHRTAS Training History Management. DCPDS training history will also be visible using this function when the HQ ACPERS Training History interface is ready.

Training History Features

SUPERVISOR

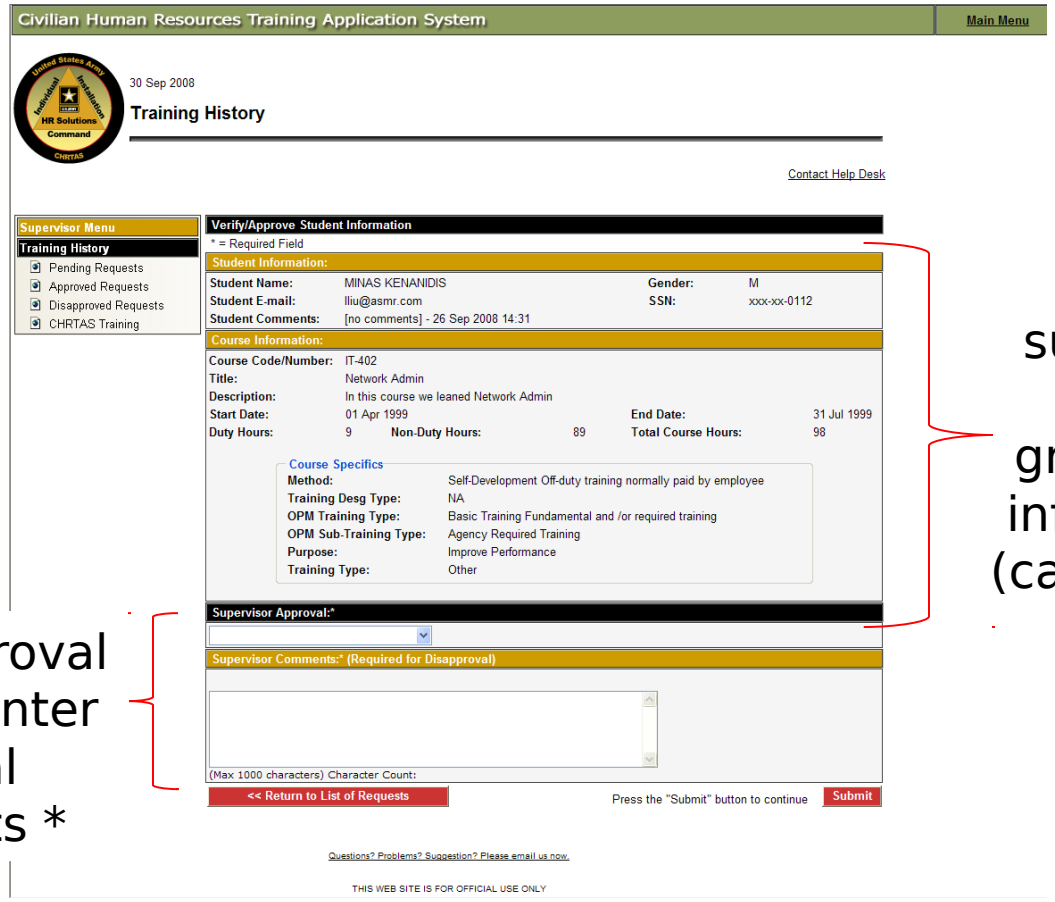
CHRTAS – Supervisor Entry Page

Pending Requests List



Click individual's name to open request

Request Review

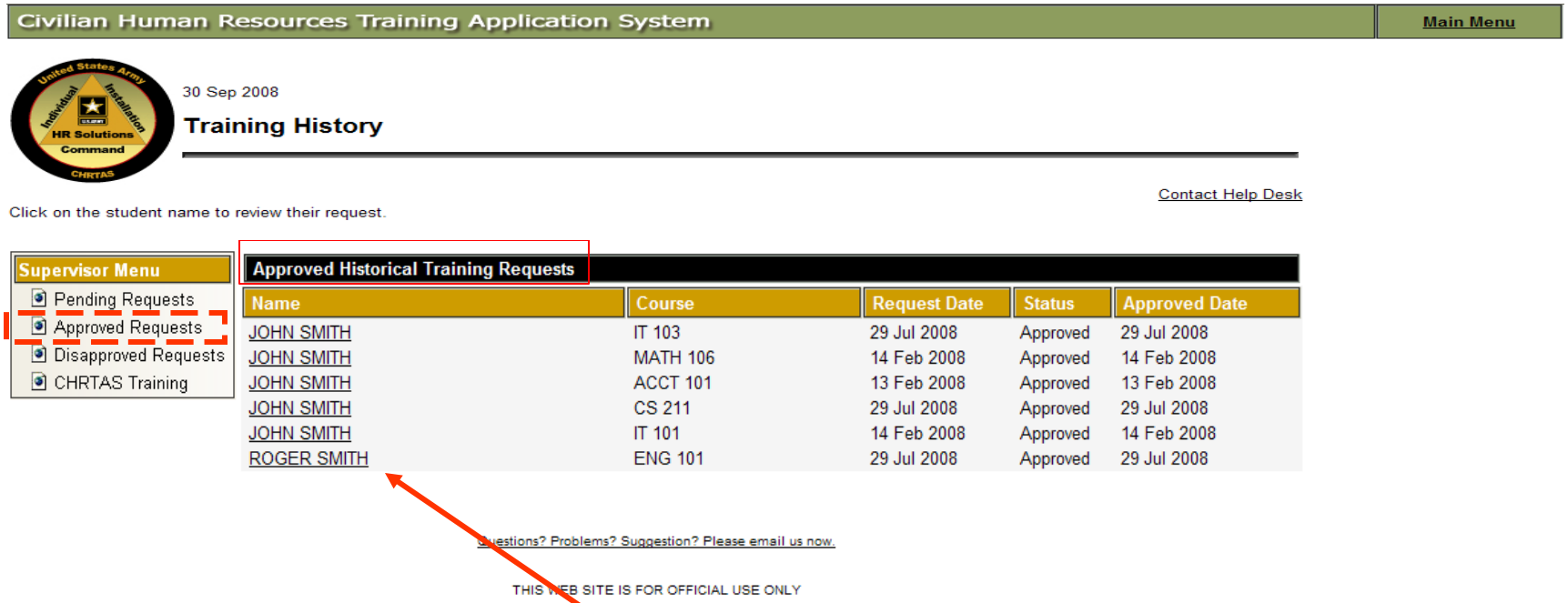


Review submitted course graduation information (cannot edit)

Select Approval type and enter optional comments *

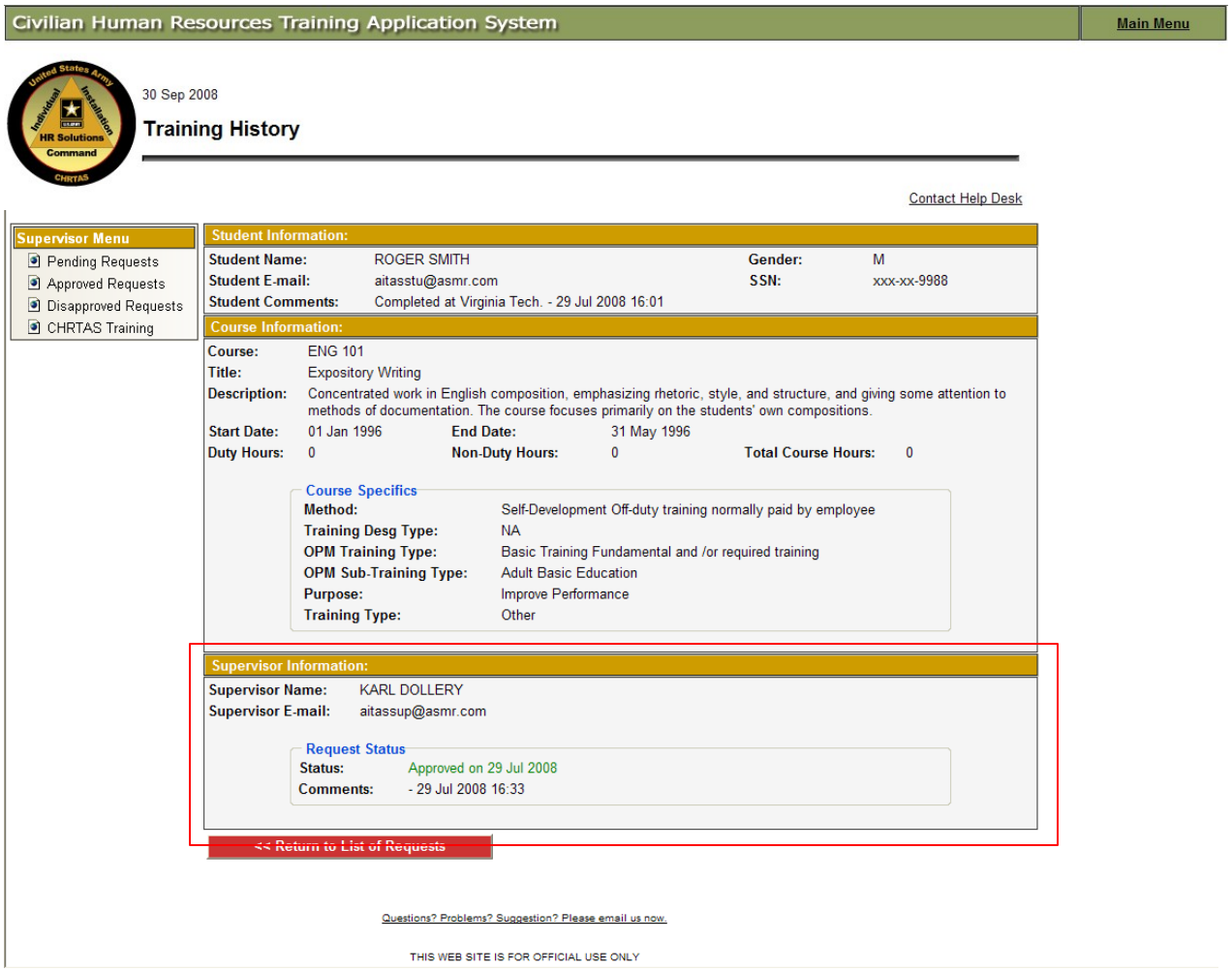
* Comments are required for disapprovals.

Approved Requests List

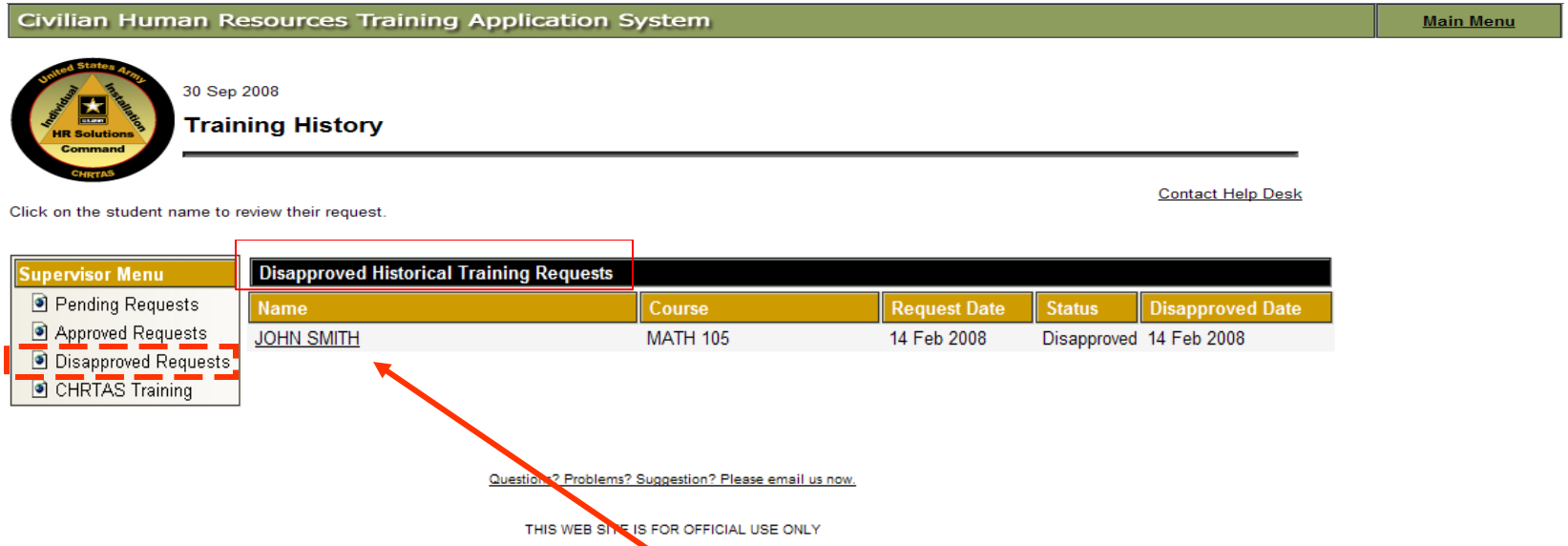


Click individual's name to view approved request

View Approved Request

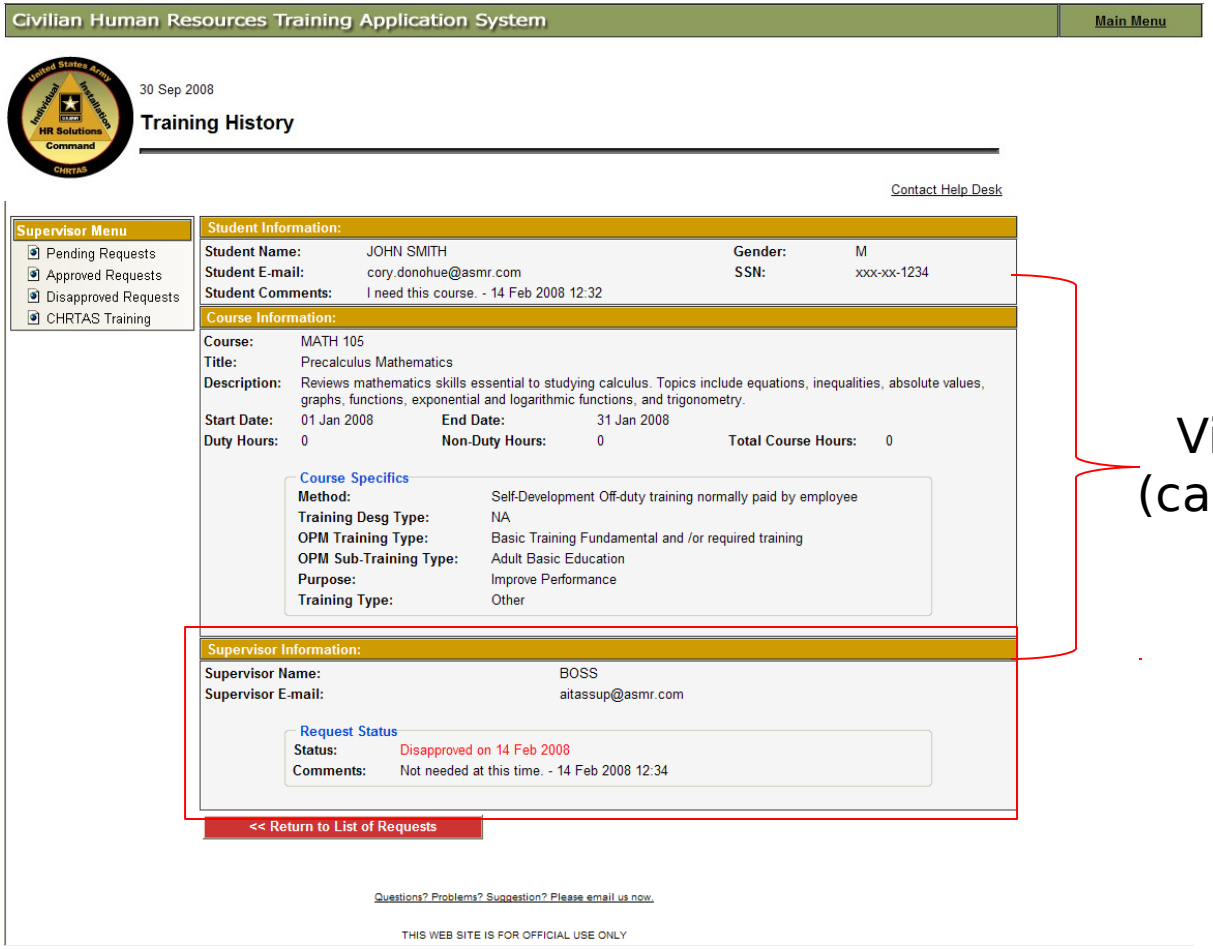


Disapproved Requests List



Click individual's name to view disapproved request

View Disapproved Request



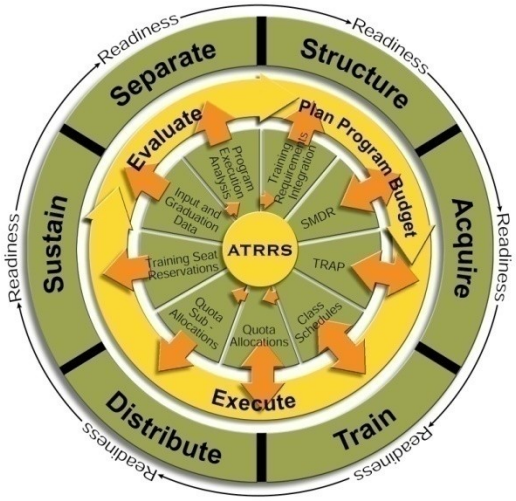
View only
(cannot edit)

Training History Features

POST-SUPERVISOR APPROVAL

Back-end Processes

- Outbound
  - CHRTAS updates ATRRS Training History information
  - New Training History records sent to DCPDS via ATRRS/DCPDS interface
- Inbound
  - DCPDS Training History for Army Civilians sent to HQ ACPERS
  - HQ ACPERS sends DCPDS Training History for Army Civilians to ATRRS/CHRTAS


Readiness
Separate
Structure
Acquire
Train
Distribute
Sustain
Evaluate
Plan Program Budget
Execute
ATRRS
Program Execution Analysis
Training Requirements Integration
SMDR
TRAP
Class Schedules
Quota Allocations
Quota Sub Allocations
Training Seat Reservations
Input and Graduation Data

United States Army
Individual
Installation
U.S.ARMY
HR Solutions
Command
CHRTAS

Questions?